

COMMISSION COMMENTS

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And the winner is...

Recently five City of Columbus employees won a prestigious award. The 2004 IPMAAC Innovations in Assessment Award was presented by the International Public Management Association Assessment Council (IPMAAC)

Each year IPMAAC recognizes a person or group of employees for development and application of an innovative personnel assessment tool or procedure. This year's winner is the City of Columbus Civil Service Commission for the use of

computer generated video exams. The use of this exam format permitted the exam developers to construct exams in multiple formats that were very inexpensive and could be easily edited.

Two representatives from the team who implemented the video-based exams attended this year's annual conference in Seattle, Washington. At the conference Liz Reed and Laura Wright accepted the award on behalf of the Commission.

They presented a description of the team's efforts during the conference. On July 12, 2004, these employees were pleased to be recognized by City Council. Council members presented them with a Resolution of Expression in honor of their achievement.



2004 IPMAAC Innovations In Assessment Award Winners, from left to right: Richard Cherry, Elizabeth Reed, Gloria Urban, Laura Wright and John Swinger.

to the Civil Service Commission's Safety Forces Testing Team. Formed in 1976, IPMAAC is the leading organization of applied personnel assessment professionals. Members of this organization are actively engaged in practice, research, and training in personnel assessment to meet the needs of both public and private organizations.

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Our Applicant & Employee Services Counter is open

9:00 a.m. -4:00 p.m.

Monday, Wednesday, and Thursday

Vacancy Postings & Test Announcements are still available in our hallway on Tuesday and Friday.

Completed applications and forms may be put through the slot in our door if we are closed.

CIVIL SERVICE COMMISSION IS ACCEPTING APPLICATIONS FOR POLICE OFFICER

Have you ever considered a career in Law Enforcement? Then the upcoming **Police Officer Examination** is the one for you! If you have a high school diploma or G.E.D., a valid and current driver's license, are a United States citizen, and are at least 20 years of age, you meet the qualifications for the examination! Please submit your application to the Civil Service Commission between July 12 and September 1, 2004 on-line at www.csc.columbus.gov, in person, or by mail at 50 West Gay Street, 6th Floor, Columbus, Ohio 43215. Please be sure to submit your application, whether on-line, in person, or by mail, no later than September 1, 2004! Mailed applications must be post-marked by September 1, and received by September 8, 2004.

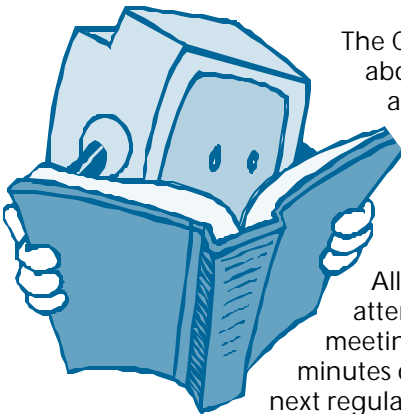
The examination has multiple phases, consisting of a multiple choice, writing sample, oral board (BPAD), and a physical capabilities test. The application packet and the website contain a great deal of information

regarding the testing process, including dates for information sessions. Additionally, a study guide is provided to help prepare for the examination.

Prior police experience is NOT required, so if you are ready for a rewarding career that will provide life-long skills and continue to be a challenge, don't miss out on this opportunity! The Division of Police provides twenty-eight weeks in the training academy, field training with a seasoned officer, and continuing education and training. This combination of training and experience will prepare you to ensure the safety of citizens, uphold the law, and ensure the rights of citizens are preserved. The rewards for this profession are immeasurable!!!

For more information on this exam, call Sheri LaVette at (614) 645-7708. For more information about the police officer position, you can also visit the Division of Police's website at www.columbuspolice.org.

Web highlights



The Civil Service Commission meets monthly to review job class creations, revisions and abolishments, approve personnel actions, decide disciplinary and non-disciplinary appeals, and review the background removals of entry-level police officer and firefighter candidates. Under the "Meetings" link on our website (www.csc.columbus.gov), you can find the current meeting schedule, previous meeting minutes, the results of the most recent meeting, and the agenda for the next meeting (usually finalized and posted online 10 days before the meeting).

All Civil Service Commission meetings are open to the public, but if you are unable to attend and have an item on the agenda such as a background review, the results of that meeting are posted on our website by the next business day. The more detailed official minutes of each meeting are reviewed and approved or revised by the Commission at their next regularly scheduled meeting and are posted on our website within 48 hours of approval.

PIEDMONT ORAL BOARD SUITES

The Civil Service Commission's oral board suites are located in our testing center at 750 Piedmont Road. The suites were constructed in early 2001 next to the already existing Citywide Training Center. The construction of the oral board suites provided the Commission with a location in which to conduct oral board exams. The oral exams are normally part of the uniformed entry-level and promotional examination processes and are also part of the examination processes for non-uniformed classifications such as Health Education Program Planner and Human

Resources Generalist.

The use of this space has resulted in monetary savings in test administration each year. Previously, the Commission had to rent space when these exams were given. The purchase of audio and video equipment also eliminated the cost of regular rental of these items. This savings is significant when administering tests with large numbers of participants such as the Fire Lieutenant promotional exam.

A LITTLE R & R

On June 30, 2004, Jane Angel retired after 22 years of service with the Civil Service Commission. In her job as a Human Resources Representative (Personnel Interviewer), Jane has encountered most current City employees when they completed their pre-employment interviews at the Civil Service Commission.



Jane's wisdom, smile, and sense of humor will be

missed. Her husband, Ken Angel, who had been with the City for over 29 years and worked as a Management Analyst II with the Department of Recreation and Parks, has also retired. Jane and Ken have two adult children, Christie Angel Beatty and Brenton Angel.

Good Luck Jane and Ken!

AT-VACANCY TESTING

In the past, exams were only offered every two years when a current eligible list was due to expire. That meant that someone interested in applying for a position within six months after it was tested would be required to wait a year and a half until that test would be offered again.

During the 1990s, the Commission made many changes as part of its civil service reform effort. These changes included a more customer-oriented approach. With this approach the Commission began offering more frequent testing in addition to some continuous testing. Exams were developed and revised so that they were ready for administration whenever a list was needed.

The Commission now gives the majority of exams when

a vacancy exists in a City Department. This means that applications can be accepted, a test can be administered and an eligible list can be established for hiring in a shorter period of time. It also means that rather than administer a test every two years, most tests are administered only when requested by the Departments. In addition, new lists can be merged with an existing list to provide a constant list of the most qualified applicants.

The "at-vacancy" testing has allowed much more flexibility and convenience for both applicants interested in City jobs and for the City agencies that need to fill vacant positions quickly.

Veteran's Preference Points on Civil Service Exams

Applicants with military service are eligible to apply for veteran's preference points on civil service open competitive exams. In order to qualify, applicants must have served on active duty for more than 180 days and have been discharged under honorable conditions. Members of reserve units who served on active military duty during a period of war or in a campaign or expedition for which a campaign badge was authorized are also eligible to apply for veteran's points.

Veterans who wish to apply for preference points must do so on the test application at the time it is filed. Proof of military service, Form DD214, must be on file with the Commission or submitted no later than the final date of

testing. Individuals on active status, who anticipate being discharged before the eligible list is established, must submit proof of active status by the final day of testing.

Qualified applicants who pass the exam for which they requested preference will receive five points added to their final score on open competitive exams. Qualified disabled veterans who pass the exam will receive ten points. Once employees have been hired for a position using the preference points, they are not eligible to use these points for future applications.



Civil Service Commission

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"Find a job you like and you add five days to every week."
- H. Jackson Brown, Jr.

Did you know . . .

- Over 7,500 Job Class Interest forms were received by the Commission in 2003. This resulted in nearly 5,000 notices of job openings or testing opportunities being mailed.
- During 2003, the Commission verified an average of 964 personnel transactions per month before the City's payroll was certified as correct.

Civil Service Commissioners

The Civil Service Commission is made up of three members who are appointed by the Mayor, with the approval of City Council. The Civil Service Commissioners are responsible for establishing the rules that govern the selection, classification, promotion, and termination of the classified employees of the City and the Columbus Public Schools. Brief biographies of our Commissioners are available on our website at www.csc.columbus.gov.

In 2003, the full Commission held 15 public meetings, including 12 regular meetings and 3 special meetings. A total of 24 disciplinary appeals and 23 non-disciplinary appeals were ruled on by the Commission during the year. In addition, the Commission decides on administrative reviews filed by applicants removed from eligibility lists as a result of background checks. Last year, the Commission considered and ruled on a total of 67 administrative reviews.

Online applications

Applications for City of Columbus
vacancies and Civil Service exams
are accepted online at
www.csc.columbus.gov